



ADMINISTRATIVE REGULATION

Effective Date: July 1, 2016

Administrative Regulation: 1-6

Revision Date: April 27, 2017

Supersedes: January 1, 2017

Approved By: William Ashton

Subject: **Top of Scale Bonus Program**

I. Purpose

The purpose of this Administrative Regulation is to outline the top of scale bonus program, effective starting FY2017.

II. Employees Involved

Regular status employees are eligible to participate in this program. Employees not eligible to receive the bonus include: temporary/seasonal employees, Town Attorney and Town Manager.

III. Policy

An employee must be at their respective top of scale for 2 years before they qualify for the top of scale bonus. An employee is considered to be at their top of pay scale when an employee receives no increase due to their being at top of scale. Applicable employees may be eligible for the bonus every other year, as long as they continue to be at the top of their pay scale and are achieving above expectations or higher on the second year of their being at top of scale (the year which they could qualify for the top of scale bonus).

In fiscal years when all eligible town pay scales are adjusted, any employee who was at the top of scale on the calendar day prior to the adjustment taking effect shall be considered as being at top of scale for the year. Sworn employees will receive the percentage corresponding to the regular pay for performance program rating for the town, as applicable to non-sworn employees; not sworn merit amounts. In fiscal years when a performance based increase is adopted, a top of scale bonus of the corresponding percentage of the regular status employee's performance review may be awarded upon the completion of the employee's performance review.

Should a pay scale adjustment occur in a year when an employee qualifies for the bonus under the provisions of this regulation, the employee will receive the percentage required to move the employee back to top of scale and, if applicable, the remainder of the qualified percentage as a bonus.

For example, if pay scales are moved 1% and a performance based increase is 3%, the qualifying employee who is performing at above expectations or higher, is eligible for a 1% pay adjustment to bring them back to top of scale, and a 2% bonus.



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IV. Conditions

This program is in addition to any market rate adjustment; in years a market rate adjustment is granted.

This taxable lump-sum bonus will not contribute to VRS or any other benefits or pay related equation.

The funds for bonuses will be charged to the full and part time salary line items of the respective department's budget for those who will receive it. This program is contingent upon annual appropriation of funds and is subject to change or termination at any time. No funds shall be committed for which there exists no funding.

A handwritten signature in black ink, appearing to read "William Ashton", written over a horizontal line.

William Ashton
Acting Town Manager